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Approved For Release 2003/04/29 : CIA-RDP84-00780R004300100004-2

Training
DD/S 71-4626

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Weekend Conference

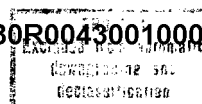
1. The agenda distributed last Wednesday seems reasonably agreeable to everyone so we will let it stand as you have it. Rather than try to set a rigid schedule which could act as a constraint, I think we might keep the general plan of dealing with item 1 Friday evening and the other three items between breakfast and dinner on Saturday. We can use Saturday evening to tidy up any loose ends from the earlier discussions and perhaps take up an ad hoc item or two. We can have a re-cap and wrap-up over Sunday breakfast and allow for a leisurely departure sort of early mid-morning.

2. The conference will be held [] A map with directions to get there is attached. If you miss a turn and can find a telephone, call [] required, but there is no reason not to have them with you. All meals will be served family style [] There will be a self-service bar with ingredients available there. There will be a modest assessment at the end of the conference to offset the consumption. A coffee pot will be kept at the ready all day Saturday to allow for uninterrupted coffee breaks. The meal schedule follows:

Friday dinner	7:00 p.m.
Saturday breakfast	7:30 a.m.
lunch	12:00 noon
dinner	6:00 p.m.
Sunday breakfast	7:30 a.m.

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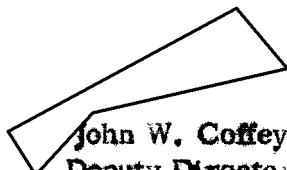
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25X1 3. If you would like to offer a ride to, or arrange to ride with someone else, [] an help you to make a connection. If you have any questions, please call him.



John W. Coffey
Deputy Director
for Support

ILLEGIB

Attachment

25X1 SOS/DD/S: [] bbt (1 Dec 71)

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